



ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

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bea-con (bēk n) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

Submitting Articles to the ASD Service Beacon

by Glen Durst

Telephone: 202-720-3551

This newsletter is our effort to improve communications between Administrative Services Division (ASD) and the rest of FSIS. We have been asked by our readers if they may contribute articles to the *Beacon*. The answer: **absolutely yes!** If you would like to submit an article, we have only three criteria that must be met:

1. The article relates to one of the core ASD functional activities. These include:
 - Occupational Safety and Health,
 - Supplies,
 - Vehicles,
 - Procurement,
 - Facilities,
 - Package Deliveries,
 - Forms,
 - Directives,
 - Records,
 - Printing and Distribution, and
 - Waste Management and Reduction.
2. The article must follow the format used in the newsletter. Include a title, your name, and your telephone number.
3. We request contributors to submit articles electronically, preferably via HPDesk. You

may also send it on a 3.5" floppy disk. For preparation of the article, be sure to use one of the FSIS standard word processing packages (either Microsoft Word or WordPerfect). If you do not have access to a computer to prepare your article, you may submit it to the address below.

We will review articles to ensure that they conform to Agency policies. In addition, during the editing process, we will provide your article to your Deputy Administrator or Staff Director, who will have the opportunity to review it.

To comment on this newsletter or to submit an article for publication, please write or fax:
Kevin Dressman
Editor, ASD Service Beacon
USDA, FSIS, ASD
Room 2944 South
Washington, DC 20250-3700
Fax: 202-720-7124

OCCUPATIONAL SAFETY AND HEALTH

A View from the Potomac

by Tom Wright

Telephone: 202-720-3845

HAZARD REPORTING—In June of 1996, a new directive and forms for hazard reporting were issued by FSIS. In this issue, we will

cover some of the highlights of these revisions.

Q: How should an employee report a safety or health hazard?

A: Hazards should be reported verbally or in writing to the supervisor or official-in-charge. FSIS Form 4791-27, Report of Alleged Safety or Health Hazard has been issued for use by employees to report hazards. Verbal reports should be followed up with a completed FSIS Form 4791-27.

Q: Why is it important to submit written reports of hazards?

A: A written report and its response provide documentation that can be reviewed to determine if the report was responded to in a timely manner and if the corrective action is effective.

Q: What should a supervisor do with a report of a safety or health hazard?

A: The supervisor should initiate action to investigate and correct the hazard.

Q: What is the timeframe for responding to a hazard report?

A: The supervisor must notify the affected employee in writing within 15 calendar days if she/he determines that there is no reasonable ground to believe that a hazard exists and an inspection or investigation is not planned based on the report.

The supervisor must conduct an inspection or investigation within 24 hours for an imminent danger report.

The supervisor must conduct an inspection or investigation within 3 working days for a potentially serious report.

The supervisor must conduct and inspection or investigation within 20 working days for an other-than-serious hazard report.

The supervisor must provide a written response (copy 2 of FSIS Form 4791-27) to the affected employee within 30 calendar days after completion of the inspection if the inspection or investigation reveals a hazardous condition. The supervisor must complete and post FSIS Form 4791-22, Notice of Unsafe or Unhealthful Working Conditions, if the hazardous condition can't be corrected at the time of the inspection.

The supervisor must prepare a written abatement plan if the corrective action can't be completed within 30 calendar days of the issuance of the Notice.

Q: What is the distribution of each copy of FSIS Form 4791-27?

A: The employee reporting the hazard retains copy 6.

The supervisor conducts the inspection/investigation and completes FSIS Form 4791-27. The supervisor retains copy 1 and provides copy 2 to the employee. Copies 3 through 5 are submitted through channels to the workplace safety and health official.

The workplace safety and health official reviews and initials the Report and retains copy 3 if the alleged hazard is satisfactorily resolved. Copies 4 and 5 are sent back to the complainant and the supervisor within 15 calendar days.

If the alleged hazard is not satisfactorily resolved, the workplace safety and health official contacts line officials, e.g., circuit supervisor, district manager, division director, laboratory director; to initiate an inspection, reinspection, or alternative corrective action. The workplace safety and health official retains copy 3 and sends copies 4 and 5 to the complainant and the supervisor within 30 calendar days.

Q: Who must maintain FSIS Form 4791-26, Log of Reported Unsafe or Unhealthful Working Conditions?

A: All supervisors and workplace safety and health officials who receive reports of safety and health hazards.

Q: Does Field Operations have a different reporting system?

A: Field Operations (FO) has a supplementary notification system. See FSIS Directive 4791.12, Reporting and Correcting Occupational Hazards for details.

Q: Can an employee report a hazard to anyone else within or outside the Agency?

A: While employees are encouraged to report hazards to the first line supervisor or official-in-charge, they can report hazards at anytime to the workplace safety and health official; the FSIS Designated Safety and Health Official; the Chief, Safety and Health Management Division, Office of

Human Resources Management, USDA; or the Occupational Safety and Health Administration (OSHA). FO employees can also report hazards to the FO Safety and Health Manager

New Occupational Safety and Health Directives and Forms
by Harry Springfield
Telephone: 215-597-1123

Recently there have been new FSIS Directives issued relating to Occupational Safety and Health subjects. These new directives and related FSIS forms should be the subject of discussion at the regularly scheduled Circuit Safety Committee meetings and Work Unit meetings that are conducted in the field. Also, FSIS Notice 2-97, dated 1/9/97, discusses some of these directives in detail, and provides a list of Questions and Answers that may be asked by FSIS employees. The forms are available through the Landover Service Center. The directives and forms are listed below.

4791.1 - Basic Occupational Safety and Health Program

4791.8 - Air Contaminants Safety Awareness Program

4791.11, Revision 1 - Lockout /Tagout Safety Procedures (revised 6/2/97)

4791.12 - Reporting and Correcting Occupational Hazards

4791.13 - Workplace Inspections, and Injury, Illness and Motor Vehicle Incident Reporting

FSIS Form 4791.17 - Log of Federal Occupational Injuries and Illnesses (reference Directive 4791.13)

FSIS Form 4791.20 - Record of Noise Exposures (reference Directive 4791.1)

FSIS Form 4791.22 - Notice of Unsafe or Unhealthful Working

Conditions (reference Directive 4791.12)

FSIS Form 4791.23 - Safety and Health Inspection Checklist Office Facilities (reference Directive 4791.13)

FSIS Form 4791.24 - Safety and Health Inspection Checklist Plant Facilities (reference Directive 4791.13)

FSIS Form 4791.26 - Log of Reported Unsafe Or Unhealthful Working Conditions (reference Directive 4791.12)

FSIS FORM 4791.27 - Report of Alleged Safety or Health Hazard (reference Directive 4791.12)

FSIS Form 4791.2 - FSIS Safety Report (reference Directive 4791.1)

SUPPLIES

Field Supply System Update

by Pete Bridgeman

Telephone: 202-720-5743

Please note the additional Form and Specialty Item Numbers listed in the back of this newsletter. We recommend that you file these with your Supply Welcome Kit Catalog, for reference when you are ordering supplies and forms. The listing in this month's issue is a comprehensive list of all of the items that have been added since the catalog was initially printed. If you need a form, and it is not listed in the catalog or on this list, go ahead and order it - most FSIS forms are now available at Landover. Be specific on your forms orders about how many forms you need.

1-800 NUMBER FOR EMERGENCY ORDERS: We are establishing a 1-800 number for emergency orders and inquiries. We will list the number in the next issue of the *ASD Service Beacon*. This will be for emergency supply

orders and inquiries to the Personal Property, Motor Vehicle and Supply Section.

CUT-RESISTANT GLOVES: (see enclosed listing for stock item numbers) The Cut-Resistant Gloves are now in stock at Landover. We've noticed that on a lot of the initial orders coming in for these gloves, they're being ordered by the dozens. Please note that these are not disposable gloves, they are re-usable, and they cost close to \$9.00 each. The green nitrile glove that is worn on the outside of the cut-resistant glove can be ordered by the dozen pair, but we are reducing the quantities on orders for the cut-resistant glove (otherwise, we would run out of stock almost immediately, and only a small percentage of those who need them would have gotten them). This glove is worn on the non-knife hand, and should get many uses before it wears out. If your order was reduced, and you find that you actually do need more at your establishment, please re-order the appropriate amount that you need.

LANDOVER ENVELOPE: We now have a Landover Service Center - addressed envelope available, form number FSIS 1400-90, for your convenience in mailing orders to Landover.

SERVICES RENDERED FORMS (FSIS 5110-1 and FSIS 5110-1T): Just a reminder that there are currently 2 different forms in use in the field for Services Rendered. If you normally use the FSIS 5110-1T, you need to make sure you order the FSIS 5110-1T, or you will get the FSIS 5110-1. A large number of field personnel still use the FSIS 5110-1; you will get whichever one you order from Landover, so please make sure you order the one that you are using.

CALENDARS: 1998 Calendars will be available at Landover after October 1, 1997. Prior to that date, only 1997 calendars will be

issued. There will not be an automatic distribution of calendars to the field - you will need to order your 1998 calendars (after Oct. 1) from Landover.

FIRST AID KITS: The small First Aid Kit (FSIS-02-SM) is for use in plants and in GSA Vehicles.

We are considering making some changes to the First Aid Kits to make them more useful and appropriate for In-Plant conditions - we will keep you posted on any changes that are made to the current kits. We have added individual replacement items, such as aspirin, aspirin-free pain reliever, adhesive bandages, antibiotic ointment, and iodine ointment, into the Landover stock. See the attached listing for the new item numbers for these items.

Personal Property

by Pete Bridgeman

Telephone: 202-720-5743

As offices are closed, and furniture is upgraded in the District Offices, we need to ensure that excess property and furniture is properly documented and declared as excess. The sooner we have a listing of excess furniture, the better chance we'll have of moving the furniture in a timely manner. If you have excess furniture or property that hasn't been declared excess, please contact Vikki Beaty by telephone on 202-720-4413, by HPDesk, or by fax at 202-690-4155.

PROCUREMENT

Cutoff Dates

by Julie Adams

Telephone: 202-720-9891

As the end of the fiscal year approaches, we need to remind everyone that the Acquisition and Agreements Section (AAS) has definitive cutoff dates for the submission on AD-700, Procurement Requests. These

cutoff dates are based on the Federal Acquisition Regulations competitive requirements. AAS needs to receive all large requests (over \$25,000, open market) before August 15, in order to meet the minimum procurement lead-time requirements. Large orders received after August 15 will not be processed. All other orders, including those for automated data processing (ADP) equipment under the Bay State Contract, should be received by September 15. Orders received after the September 15 cutoff date must be accompanied by an exception justification. These orders will be processed on a first come, first serve basis. If you have any questions regarding the cutoff dates, please call Julie Adams on 202-702-9891.

Advance Acquisition Plan

by Julie Adams

Telephone: 202-720-9891

Every office must develop an Advance Acquisition Plan (AAP) for the new fiscal year. The AAP should include all planned one-time procurements with a value of over \$25,000. Offices should prepare a FSIS Form 2100-5, Advance Acquisition Plan, to cover the relevant requirements and submit the completed form to the Director, ASD by August 15, 1997.

DIRECTIVES

Policies and Procedures on PC-Dials

by Mary Wissman

Telephone: 202-720-8287

The Personal Computer-Documents Issuance Automated Library System (PC-DIALS) is an automated system for access to and retrieval of FSIS issuances (directives, notices, regulations, manual, bulletins, and acts). The

text of each issuance actually resides on your PC and may be searched and retrieved using the text retrieval software called ISYS. You may also search for text using WordPerfect 6.0 for DOS, although the feature "Quickfinder" in WordPerfect is not as sophisticated as the ISYS search/retrieval features.

Issuances are updated on your PC by first downloading new and revised files using an update command, available through HPDesk. Then, PC-DIALS is re-indexed to add new issuances, replace revised issuances, and delete obsolete issuances from your PC.

As documents are issued, the text is made available to you in the HPDesk Catalog called PC-DIALS. Periodically, these catalog articles are compiled and become the content for the next download described above. Between the PC-DIALS catalog articles and the updated text residing on your PC, you can have access to the latest policies and procedures in an electronic format.

If you have any questions about PC-DIALS, please contact the Directives Management Section at 202-720-8287. If you want the initial loading of PC-DIALS on your computer, contact your IRM Coordinator.

FACILITIES

Renovations at the Eastern Laboratory

by Victor Randecker

Telephone: 202-205-0428

For the FSIS laboratories in Athens, GA, St. Louis, MO, and Alameda, CA to accommodate the increased sample collection required by HACCP, sample

receiving rooms are being expanded, local area networks (LANs) are being installed, and laboratory space used for chemical analyses is being converted for use for microbiological activities.

Recently, two contracts were awarded for the installation of LAN and the expansion of the sample receiving room at the Eastern Laboratory. The sample receiving room is being doubled in size to accommodate the additional HACCP samples and will contain approximately 6,500 square feet of space. The LAN will provide potentially 145 connections and allows employees and analytical instrumentation to be tied into a central server and speed up the reporting of laboratory analytical results. Both renovations should be complete in September of this year.

FOR YOUR INFORMATION

Office of Management on the FSIS Homepage

by Kevin Dressman

Telephone: 202-690-1276

If you have access to the World Wide Web, be sure to check out the Office of Management (OM) Homepage at:
<http://www.usda.gov/agency/fsis/adserv.htm>.

Here, you can find information on OM services, including employment; procurement; information resources management; civil rights; environmental, health and safety programs; and the FSIS budget. Other programs areas within FSIS are increasing their presence on the FSIS Homepage, so you can refer to it from time to time to receive timely information on FSIS activities.

**ADDITIONAL FORMS AND SPECIALTY ITEMS
(ADD TO GREEN SECTION OF WELCOME KIT CATALOG)**

ITEM NUMBER	DESCRIPTION	UNIT OF ISSUE
FSIS-04BH	Bump-Hats (Now being stocked in Landover)	EA
FSIS-04BHL	Bump-Hat Replacement Suspension Liners	EA
FSIS-04BHS	Bump-Hat Replacement Sweat Band	EA
FSIS-06-PC	Branding Iron - Passed for Cooking	EA
FSIS-07SM	Disposable Latex Gloves, Small	HD
FSIS-12FOAM	Foam Ear Plugs, Cordless (Yellow)	Pair
FSIS-12MUFF	Ear Muffs	Pair
FSIS-41	Cable Car Seals	EA
FSIS-43	White Aprons (for Red Meat Slaughter, only)	EA
FSIS-44	In-Plant File System for Meat and Poultry Establishments	EA
FSIS-44A	Replacement Labels for In-Plant File System	Set
FSIS-45	Disposable Dust Mask	EA
FSIS-46	Blue Aprons for Poultry Slaughter Inspector	EA
FSIS-47	Safety Goggles	Pair
FSIS-48	Lock-out, Tag-out Lock and Key Set	Set
FSIS-50-XS	Cut - Resistant Glove - extra small (6" hand)	EA
FSIS-50-SM	Cut - Resistant Glove - small (7" hand)	EA
FSIS-50-MD	Cut - Resistant Glove - medium (8" hand)	EA
FSIS-50-LG	Cut - Resistant Glove - large (9" hand)	EA
FSIS-50-XL	Cut - Resistant Glove - extra large (10" - 11" hand)	EA
FSIS-51-6	Green Nitrile Protective Glove - 6"	Pair
FSIS-51-7	Green Nitrile Protective Glove - 7"	Pair
FSIS-51-8	Green Nitrile Protective Glove - 8"	Pair
FSIS-51-9	Green Nitrile Protective Glove - 9"	Pair
FSIS-51-10	Green Nitrile Protective Glove - 10"	Pair
FSIS-51-11	Green Nitrile Protective Glove - 11"	Pair
FSIS-52	Flexible Fabric Adhesive Bandages - 1" x 3" - 100 per Box	Box
FSIS-53-AS	Aspirin - 100 per bottle	Btl
FSIS-53-AC	Aspirin-Free Pain Reliever (Acetaminophen) - 200/bottle	Btl
FSIS-54-TA	Triple Antibiotic Ointment - 1 oz tube	Tube
FSIS-54-IO	Iodine - Providone Ointment - 1 oz tube	Tube

FORM NUMBER	DESCRIPTION	UNIT
FSIS 1240-1	Conversation Record	EA
FSIS 1413-50	Financial Processing Center Envelope, 9 x 12, Des Moines	HD
FSIS 1400-23	Small White Field Envelope (9 1/2 x 4 1/8)	HD
FSIS 1400-89	T & A Envelope, Financial Processing Center, Des Moines, IA	EA
FSIS 1400-90	Landover Service Center Envelope, 4 1/8" x 9", White	EA
FSIS 2630-12	FSIS Field Letterhead	PKG100
FSIS 4791-27	Report of Alleged Safety or Health Hazard (Replaces MP-431)	EA
FSIS 5200-7	Authorization Certificate (Replaces MP-216)	BK25
FSIS 5610-1	Financial Processing Center Envelope, 4 1/8" x 9", long white	HD
FSIS 8000-11	Dry Ice Shipping Notice	ROLL50
FSIS 9115-1	Health Certificate for Beef Meat/Offal Intended for Export to Australia for the Manufacture of Pet food	EA
FSIS 9120-3	Official Veterinary Certificate of Origin and Wholesomeness of Importation of Slaughtered Poultry, Chicken, Turkey, Goose, etc.	EA
FSIS 9120-6	Import. Of Sheep or Goat Meat	EA
FSIS 9120-7	Official Veterinary Certificate of Origin and Wholesomeness for Importation - Austria	EA

FORM NUMBER	DESCRIPTION	UNIT
FSIS 9120-8	Importation of Pork into Austria	EA
FSIS 9120-9	Official Vet. Certificate of Origin for Import of Raw Animal Products into Austria	EA
FSIS 9120-10	Official Vet. Certificate of Origin for Import. - Austria	EA
FSIS 9120-11	Official Vet. Certificate of Origin and Wholesomeness and Approval for Importation - Austria	EA
FSIS 9180-7	Animal Health Certificate for Animal Casings Intended for Dispatch to the European Community	EA
FSIS 9180-11	Animal Health Certificate for Meat Products Intended for Consignment to European Community	EA
FSIS 9180-12	Animal Health Certificate for Meat Product Intended for Consignment to European Community (German)	EA
FSIS 9205-2	Certificate Relative to the Cold Treatment of Horsemeat	EA
FSIS 9270-1	Health Certificate For Poultry and Meat Exports to Ireland	EA
FSIS 9352-1	Vet. Certificate for Poultry Meat Exported into Morocco	EA
FSIS 9355-4	Public Health Certificate for Meat Products Intended for the European Union - Netherlands	EA
FSIS 9355-6	Animal Health Certificate - Netherlands	EA
FSIS 9450-3	Veterinary Certificate for Pork Exported into Russian Federation	EA
FSIS 9450-4A	Transfer Certificate - Fresh/Frozen Poultry Meat Intended for Export to the Russian Federation	EA
FSIS 9450-6	Vet Certificate for Pork Intest Raw Material Export into Russian Federation	EA
FSIS 9455-3	Certificate of Veterinary Inspection - Spain	EA
FSIS 9465-1	Health Certificate for Meat Products - Poland	EA
FSIS 9465-2	Health Certificate for Chilled or Frozen Beef, Pork, Mutton and Goat Meat and other Edible Non-Processed Products of Animal Origin - Poland	EA
FSIS 9465-3	Health Certificate for Poultry Meat and GIBLETS - Poland	EA
FSIS 9465-4	Health Certificate for Salted Animal Casings - Poland	EA
FSIS 9770-3	Discarded Sample Report and Findings	PAD100
FSIS 9840-2	Refused Entry Log (EST)	EA

CHANGES

MP-216	Authorization Certificate - Has been replaced by FSIS 5200-7
MP-431	Potential Accident Hazard - Has been replaced by FSIS 4791-27
FSIS 2630-13A	Field Letterhead - Has been replaced by FSIS 2630-12
FSIS 8080-4	Title Correction - Should Be - "Voluntary Destruction of Human Food Product"
FSIS 8080-6	Title Correction - Should Be - "Personal Use Statement"
FSIS 5200-5	Is obsolete - has not been replaced
FSIS-07LG and -07MD	Disposable Gloves - Initially these were Vinyl disposable gloves - based on feedback from the field, we have ordered Latex Disposable Gloves - these will be in Landover by the middle of August.

ITEMS TO LOOK FOR IN THE NEAR FUTURE

Government Locks	The type of lock currently in use in the field is no longer being manufactured. A new commonly keyed Government Lock has been ordered, to replace all existing government locks in the field. You will be notified by FSIS Notice when these are available in Landover, with instructions for ordering replacement locks and keys. We expect to have the new lock and keys available by September.
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ITEMS NOT AVAILABLE AT LANDOVER

ITEM

WHERE TO GET IT

Deer Whistles for Vehicles

Will no longer be provided to drivers by the Agency. An extensive study conducted by the Forest Service indicated that these devices are ineffective and do not prevent accidents with deer.

Knives, Hooks, Scabbards
Steels, Chains, Flashlights

Purchase on your own, and claim for reimbursement. See FSIS Directive 3410.3, Rev. 3, Dated 4/18/97 for details.

Notices, Directives, Publications,
Manuals, Regulations

USDA, FSIS, OM, ASD, PMB, PDS
Attn: Tom Hughes
1400 Independence Ave SW
Room 0157 South Building
Washington, DC 20250-3700
Requests for publications should include a justification.

SIFT Kits

Beginning in Fiscal Year 1998, these will be available from the FSIS Midwestern Laboratory in St. Louis, MO. More information regarding where and how to order these will be forthcoming.

STOP, SOS, CAST and FAST Kits

USDA, FSIS, POB Mail Room (Through end of FY97)
Butler Square West, Suite 420C
100 North 6th Street
Minneapolis, MN 55403
Attention: Millie Murphy
Telephone: 612-370-2045
(Beginning in FY98, the kits will be available through the FSIS Midwestern Laboratory in St. Louis, MO.)